

IEEE INDUSTRY APPLICATIONS SOCIETY ELECTRICAL SAFETY COMMITTEE OPERATING MANUAL

Amended March 8, 2021

1.0 Purpose

This Operating Manual supplements the Electrical Safety Committee (the Committee) Bylaws and is designed to assist members to effectively administer Committee activities. All the statements of policy contained herein have been approved by the Committee and can be changed only with the approval of the Committee.

2.0 Committee Membership, Organization and Review

2.1 General

Committee and Subcommittee membership and structure are described in the Bylaws.

2.2 Membership Review

Members are expected to take an active part in the functions of the Committee and its activities. Evidence of active participation shall include but is not limited to one or more of the following: attendance at meetings of the Committee, active participation in Subcommittees, and timely completion of assigned duties.

The Chair shall review the Committee membership roster annually to identify members who are not actively involved in the functions of the Committee. The Chair shall contact those members to determine whether they wish to be listed as "temporarily inactive", dropped from the membership roster, or whether they intend to participate actively in the future. Those members identified by the Chair who are not actively involved and show no interest in becoming active members shall be dropped from the membership roster with the concurrence of the Executive Officers and in consultation with the A&N Subcommittee.

Any member who is absent or not excused by the Chair for two consecutive Committee meetings should not be considered for reappointment. A member may submit to the Chair a written notice of an extended absence that demonstrates continued interest and activity in the Committee.

3.0 Duties of Executive Officers

3.1 Chair

The principal duties of the Chair shall include:

- a) Presiding at all functions including but not limited to all Committee Meetings.
- b) Appointing Subcommittee Chairs and Vice-Chairs,
- c) Acting on the recommendations of the Subcommittee Chairs and the A&N

Subcommittee.

- d) Coordinating the activities of all Subcommittees as an ex officio member.
- e) Carrying out all other actions which may be necessary to satisfy the requirements of IEEE Headquarters and of the IAS.
- f) Work with the Chairs of other Industrial Application Society Committees to arrange discussion sessions of interest to members of both committees.
- g) Annually approve the membership list of the Committee.
- h) Arrange for an award for the Chair of the Electrical Safety Workshop. It shall be in the form of a plaque of appreciation and shall be presented by the Chair at the annual ESW.
- i) Electrical Safety Workshop Duties
 - a. Attend the Author's Breakfasts.
 - b. Invite and coordinate the participation of IEEE dignitaries.
 - c. Present Committee Awards
 - d. Present outgoing Subcommittee and Working Group Chair Recognition Awards.
- j) The Chair shall work in conjunction with the Facilities and Finance Subcommittee Chair as required to establish the ESW locations
 - a. Coordinate the conference host city and dates with IAS to avoid conflicts; and
 - b. Obtain approval from the IAS Meetings Department Chair for the conference city and date selected.

3.2 Vice Chair

The principal functions of the Vice Chair shall include:

- a) Succeed to the office of Chair in the event that office becomes vacant. Under such conditions the new Chair may choose to continue to exercise the duties of the Vice Chair until the term expires or may make a temporary appointment in accordance with the provisions of this document.
- b) Assist Chair whenever required
- c) Annually review the membership lists of the Committee and all Subcommittees and Working Groups.
- d) Electrical Safety Workshop duties.
 - a. Review room setup.
 - b. Review meal arrangements.
 - c. Personally welcome arriving authors.
 - d. Participate in the authors' memento presentation.

3.3 Secretary

The principal functions of the Secretary shall include:

- a) Expeditiously process correspondence addressed to their attention.
- b) Direct copies of all correspondence to the Committee Executive.
- c) Preparing an agenda of the Committee meeting and distribute the agenda to all Committee members with the announcement for a Committee meeting at least four weeks prior to the meeting.
- d) Attending all Committee meetings and record the minutes of all such meetings.
- e) Circulating at all Committee meetings a record of attendance sheet for signature by members present.
- f) Maintaining an up-to-date record of attendance.
- g) Obtaining from all Subcommittee Chairpersons a copy of the minutes of all Subcommittee meetings.

- h) Preparing and distributing to the Committee a copy of the minutes of each Committee meeting including: the attendance record, up-to-date membership roster, the minutes of all Subcommittee meetings and a copy of all reports presented to the meeting.
- i) Maintaining a file of all correspondence, minutes, etc.
- j) Record, prepare, and transmit the Executive Subcommittee minutes to those members.
- k) Minutes shall be issued within 6 weeks following the meeting. The Secretary shall maintain and update a six (6) year file of these meeting minutes.
- l) The Secretary shall record the membership lists for each subcommittee and working group.
- m) Prepare an agenda and record the minutes of the A&N Subcommittee meetings, and circulate these to the A&N Subcommittee in a timely fashion.
- n) Prepare an agenda and record the minutes of the Committee Executive and the A&N Subcommittee meeting with the Subcommittee Chairs and circulate these to the meeting attendees in a timely fashion.

3.4 Immediate Past Chair

The principal functions of the Immediate Past Chair include ad hoc activities as may be mutually agreed to by the Committee Chair and Immediate Past Chair.

4.0 Subcommittee Roles and Responsibilities

Subcommittees are established and function in accordance with the requirements in the Committee Bylaws.

4.1 Advisory and Nomination Subcommittee

The primary role and responsibility of the Advisory and Nomination Subcommittee is twofold

- 1) Provide advice and guidance to the Committee and its Subcommittees that includes but is not limited to:
 - a. Review and propose revisions to the Committee Bylaws and Operating Manual
 - b. Develop and maintain a succession plan for all leadership positions of the Committee
 - c. Nominate a candidate for Committee Secretary
 - d. Recommend appointments for Subcommittee Chair and Vice Chair
 - e. Recommend Electrical Safety Workshop locations and Chairs
- 2) Select Committee Award recipients

4.2 Standing Subcommittees

Subcommittee Chairs, and where one exists, Vice Chairs, are responsible for:

- Managing the affairs of the Subcommittee
- Determining whether the Subcommittee will have a Secretary, and if so, for the appointment of such
- Determining the size of the Subcommittee and appointing Subcommittee members.

Other roles and responsibilities of Subcommittees are outlined below. The intent of this Section is not to limit the initiative of these Subcommittees, rather, it is to provide a framework within which they exercise their initiative.

4.2.1 Academic Development Subcommittee

Engage students and instructors in all aspects of electrical safety and related standards.

Implement initiatives designed to increase the value of the ESW for the subcommittee members.

Seek out new and useful information and knowledge related to electrical safety standards, and guidelines which can be taught in academia.

Find opportunities to use academia to spread information and knowledge related to electrical safety to students and others.

4.2.2 Awards and Recognition Subcommittee

Engage members of the Committee to nominate worthy individuals for Committee Awards.

Manage the presentation of awards and recognition at the annual ESW.

4.2.3 Codes and Standards Subcommittee

Coordinating Standards Working Groups activities at the ESW

Leading the effort to initiate and overseeing the process for establishing new standards Working Groups as appropriate

4.2.4 Construction Subcommittee

Engage individuals involved in construction activities from all disciplines and industries to get them involved in all aspects of electrical safety.

Communicating the advantages of proactive, positive, and engaged participation in the Committee, the Electrical Safety Workshop and other supported conferences.

4.2.5 Early Career Development Subcommittee

Develop and implement methods to increase and maintain participation in Committee activities by individuals who are students or are early in their professional careers.

Support the ESW Student Program as outlined in the ESW Operating Manual.

4.2.6 Electrical Safety Workshop Subcommittee

In addition to a permanent Chair, the Electrical Safety Workshop (ESW) Subcommittee has two additional Co-Chairs and a Secretary that are appointed by the Committee Chair.

The Co-Chairs are:

The ESW Chair of the year in planning, and

The ESW Chair of the following year

The ESW Subcommittee plans, organizes and runs the annual ESW.

Specific duties of the ESW Subcommittee and its members are outlined in the ESW Operating Manual.

The ESW Operating Manual is a “living document” that captures lessons learned and best practices and as such, shall be reviewed annually and updated as necessary. The immediate past annual Workshop Committee Chair will be responsible for this review and any revisions.

ESW Operating Manual revisions are approved by the Committee Chair in consultation with the A&N Subcommittee.

4.2.7 Facilities & Finance Subcommittee

Manage identification of locations for future Electrical Safety Workshops

Manage development of hotel contracts

Manage application of IEEE and IAS financial management policies and procedures for ESW
Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.8 Government Regulator, Inspectors and Laboratory Subcommittee

Engage with individuals, groups or organization in governments, regulators, inspections and laboratories for the purpose of increasing the involvement of this groups in all aspects of electrical safety.

4.2.9 Historical and Records Subcommittee

Develop and maintain historical materials and information of the life and evolution of the Committee and the ESW and develop ways to make this information available.

4.2.10 IAS Committee Relations Subcommittee

Serve as liaison between IEEE IAS committees and subcommittees and the Committee for the purpose of increasing the reach and influence of the committee and get their members involved in all aspects of electrical safety.

4.2.11 Industry Segment Development Subcommittee

Engage individuals of all technical backgrounds in all segments of industry to become involved in electrical safety and implement initiatives designed to increase the value of the ESW for these organizations.

4.2.12 International Subcommittee

Engage individuals worldwide to be involved in all aspects of electrical safety.

Seeking out and distributing new and useful information and knowledge related to electrical safety from all regions.

4.2.13 Occupational Health and Safety Subcommittee

Engage occupational safety and health professionals from all disciplines and industries and develop mechanisms to broaden the electrical knowledge of those working in the occupational safety and health profession.

4.2.14 Paper Review Subcommittee

Manage the technical review of papers and their recommendation for publication in IEEE Transactions on Industry Applications, IEEE Industry Applications Magazine and any other publication.

Manage IEEE and IAS papers review and publication process.

Establish and manage a Prize Paper selection process.

Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.15 Publicity and Media

Manage Committee and ESW:

- Website creation and maintenance
- Social media
- Press releases

Support the ESW Subcommittee as outlined in the ESW Operating Manual.

4.2.16 Technical Program Subcommittee

The Technical Program Subcommittee shall have two Vice Chairs; one for Tutorials and one for Focus Session presentations.

Stimulate submissions of papers to expand published knowledge.

Establish topic diversity and quality standards for ESW papers.

Develop opportunities for electrical safety papers in other IAS Committees.

Provide guidance in the development of ESW papers vi. Providing guidance in the development of tutorials.

Provide guidance in the development of poster sessions.

Provide guidance for the selection of the Annual ESW Technical Program members.

Support the ESW Subcommittee as outlined in the ESW Operating Manual.